

Escalante Community Center Multi-Generational Facility

ROOM RESERVATION REQUEST 2008



2150 E. Orange St. Tempe, AZ 85281

www.tempe.gov/escalante

Phone: 480-350-5800 Fax: 480-350-5815

RESPONSIBLE PARTY INFORMATION

| | | | |
|-----------|------------|----------------|-----------------|
| Last Name | First Name | Business Phone | Cell/Home Phone |
| | | | |

ORGANIZATION INFORMATION

| | | | | | |
|---------------------------------|------|---------------|--|-----|----|
| Organization Name: | | | | | |
| Mailing Address | City | | St | Zip | |
| | | | | | |
| Business Phone | Fax | Email Address | | | |
| | | | | | |
| Is the Organization Non-Profit? | Yes | No | Will selling or promoting a commercial product or service take place during the meeting/event? | Yes | No |

MEETING INFORMATION

| | | | | | |
|---|-----|---------------------|------------------|---------------------|-------|
| Description of Meeting/Event: | | | | | |
| Number of Attendees: | | # of Tables Needed: | | # of Chairs Needed: | |
| Will food/drink or arts & crafts be used? | Yes | No | Target Group(s): | Children | Teens |
| | | | | Adults 18+ | |
| Any special requests/needs: | | | | | |

ROOM RESERVATION POLICIES

- Use of facility for religious services , political purposes or profit-making functions is prohibited.(City Code section 23-57)
- A Tempe resident must be designated as the "Responsible Party", complete this form and MUST be present during the entire meeting/event.
- All requests must be submitted a minimum of 2 weeks prior to the event. Please allow 1 week for this application to be processed.
- This application is not final approval of your event, including date and location. You are not authorized to advertise an event in a City of Tempe facility until you have received written confirmation. Your request should include time for setup and take down.
- The organization is responsible for their own setup, cleanup and returning any furniture to its original position.
- The organization must check-in at the front desk, pick up an attendance form and return it completed before leaving the facility.
- Selling or promoting a commercial product, service or anything for personal gain is prohibited.
- No smoking or alcoholic beverages are permitted in the facility.
- Any changes or cancellations of reservations must be made ONLY by the responsible party. If a cancellation is necessary, call and notify the facility at least 48 hours prior to the event. Three no-shows could result in termination of scheduled use.

I have read the Room Reservation Policies and will ensure, as the Responsible Party of the meeting/event, which all members in charge will also read and adhere to these policies.

Signature of Responsible Party

Date

| | | | | |
|----------------------------|-----------------------|--|-----------------------|--|
| FOR OFFICE USE ONLY | DATE RECEIVED: | | RESERVATION #: | |
|----------------------------|-----------------------|--|-----------------------|--|

BEGIN RESERVATION REQUESTS

TIME PERIOD

HOURS AVAILABLE

November 5, 2007
February 11, 2008
May 12, 2008
August 11, 2008

January, February, March 2008
April, May, June 2008
July, August, September 2008
October, November, December 2008

Monday-Thursday 8am-8:30pm
Fridays 8am-7:30pm
Saturdays 10am-4:30pm
Sundays 1pm-5:30pm

ROOM PREFERENCE: BRIO (25) BRAVO (25) LA PAZ (25) AMISTAD (25) SENIOR CENTER (50)

DATES REQUESTED (PLEASE CIRCLE)

| JANUARY 2008 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | TH | F | SA |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Facility Closed: January 1st
Facility Hours January 21st: 12-6pm

HOURS: _____

| FEBRUARY 2008 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | TH | F | SA |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | |

Facility Hours February 18th: 12-6pm

HOURS: _____

| MARCH 2008 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | TH | F | SA |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Spring Break: March 10th-14th
Facility Closed: Sunday, March 23rd

HOURS: _____

| APRIL 2008 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | TH | F | SA |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

HOURS: _____

| MAY 2008 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | TH | F | SA |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Facility Hours: May 26th 12-6pm

HOURS: _____

| JUNE 2008 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | TH | F | SA |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

HOURS: _____

| JULY 2008 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | TH | F | SA |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Facility Hours: July 4th 12-6pm

HOURS: _____

| AUGUST 2008 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | TH | F | SA |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

HOURS: _____

| SEPTEMBER 2008 | | | | | | |
|----------------|----|----|----|----|----|----|
| S | M | T | W | TH | F | SA |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

Facility Hours September 1st: 12-6pm

HOURS: _____

| OCTOBER 2008 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | TH | F | SA |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

Fall Break: October 6th - 10th
Rooms will be closed October 18th - October 28th

HOURS: _____

| NOVEMBER 2008 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | TH | F | SA |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

Facility Hours November 11th: 12-6pm
Facility Closed: November 27th & 28th

HOURS: _____

| DECEMBER 2008 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | TH | F | SA |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

Facility Hours: December 24th & 31st 8am-5pm
Facility Closed: December 25th

HOURS: _____